

CONTRACTS COORDINATOR

DISTINGUISHING FEATURES

The fundamental reason the Contracts Coordinator exists is to manage and administer varied public facilities improvement projects, through contracting for services, from establishment of project scope and objectives, through successful completion of the project in the Community Services Department. This classification is not supervisory. Work is performed under general supervision by a Service Area Manager.

ESSENTIAL FUNCTIONS

Concurrently manages and administers a variety of one time facilities improvement contracts and continuous ongoing maintenance contracts. Seeks creative methods to provide for successfully completed quality contracts and projects. Continually strives to improve work processes.

Meets with sponsoring department staff to determine project intent and scope of work; establishes preliminary project design requirements and coordinates preparation of preliminary cost estimates.

Assembles crucial groups of persons, composed of City representatives and other consultants to facilitate the advancement of each project through all phases of project implementation. Communicates effectively with diverse groups of people, including, city staff, contractors, and public at large, in face-to-face settings, by telephone, and e-mail in a manner which provides for successful outcomes. Communicates with the public at large on projects requiring such involvement, in such settings as, neighborhood outreach meetings. Distribute fliers, and mailers, as required.

Administers the selection process for contractors, engineers, and architects, and administers the work of such throughout the entire project process. Analyzes and reviews design plans and reports for thoroughness and accuracy. Determine conformance to local, state, and federal rules, and regulations, including OSHA standards. Resolves design problems; use graphic instructions, including, blueprints, maps, layouts, specification reports and books, and other visual aids to determine innovative solutions to process challenges to provide for a successful project completion. Conducts pre-bid meetings with potential contract bidders. Visits construction site during contract process. Makes payments to contractors.

Administers account center budgets. Prepare and present monthly and annual budget status reports.

Manages personal office files for contracts, projects, budgets, and purchases.

Works in a self managed team setting, without a direct supervisory reporting relationship. Embodies leadership and promotes shared responsibility among the team. Works with team members to reach goals set by the team. Works toward quality development for a successful self-managed team. Functions as a team leader on a rotating basis to assist in coordinating the work of other team members; attend meetings with department administration staff. Write performance reviews for team members, and submit reviews to administration staff for approval.

MINIMUM QUALIFICATIONS

Knowledge, Skills, and Abilities

Knowledge of:

Municipal funding, and bidding practices.

Construction related contracts

Contract management principles and procedures.

Ability to:

Administers account center budgets.

Prepare and present monthly and annual budget status reports.

Apply program management systems for multiple projects and experience in financial and schedule control responsibility.

Manages several contracts concurrently.

Prepare quality highly detailed written documents.

Operate standard office equipment, a personal computer and Microsoft software products.

Perform mathematical functions.

Formulate and compose written contract documents in complete formats ready for processing by the contract bidding department.

Maintain contract files readily available for future reference.

Establish effective working relationships with contract consultants, contractors, city staff, and the general public.

Inspect the construction site to evaluate the work as it progresses.

Carry and climb ladders to gain building roof access.

Read blueprints, construction plans, microfiche reports, and other related materials.

Lift and transport materials including maps, blueprints, bid packages between 20-50 pounds.

Perform duties of an effective self-led team member and team leader.

Maintain regular consistent attendance and punctuality.

Work a varied schedule.

Education & Experience

A combination of education, training and experience equivalent to a minimum of three years total experience directly relating to management and/or maintenance of public facilities. A bachelor's degree is preferred.

FLSA Status: Exempt

HR Ordinance Status: Unclassified